

**Nisga'a
Lisims
Government**

•
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JOB POSTING

POSTED: June 18, 2012

CLOSES: July 16, 2012

POSITION: Communications Officer
SALARY RANGE: Based on qualifications
SUPERVISOR: Director of Communications and Intergovernmental Relations
TERM: Full-time Permanent
LOCATION: New Aiyansh, British Columbia

JOB SUMMARY: As part of a team, the Communications Officer supports the work of the department by working in assigned areas of responsibility in the fields of Communications, Intergovernmental Relations, Emergency Preparedness and other projects undertaken by the Communications Department from time to time. While the Communications Officer will engage in projects in assigned areas of primary responsibility, the successful candidate will provide support to other members of the department as an alternate during emergency events and as required. In the area of communications, the Communications Officer supports Nisga'a Lisims Governments (NLG) efforts to engage Nisga'a citizens, provide information, and carry out public relations initiatives to create and maintain a favorable public image for Nisga'a Nation.

RESPONSIBILITIES:

1. Provides support to Director in handling NLG's communications, public education and media relations activities including:
 - Coordinates the development of publications, advertisements, brochures, posters, displays, communiqué, etc., as required;
 - Assists with community event planning, programming and publicizing;
 - Produces monthly newsletters, including, writing drafting content, design layout, photography, image editing, editing and publishing;
 - Coordinates media requests for interviews and information;
 - Organizes media representation at Nisga'a events such as conventions, Special Assemblies, etc.;
 - Monitors daily news releases, public broadcasts and websites of local, national and international media;
 - Assist in providing timely information to NLG website, social media sites and any other relevant sites.
2. Provides support as directed to activities of Emergency Program Coordinator before, after and during emergency events.
3. Assists Director in addressing any inter-governmental activities in dealing with the federal and provincial governments, such as arranging and preparing for meetings, following up on meetings, assist in the production of the Implementation Report.
4. Provides support to Director in dealing with any projects assigned to the Communications Department as directed.
5. Other related duties as may be requested.

Education and Experience

1. Bachelor's Degree, College Diploma in public relations, communications or journalism or equivalent education and experience; familiarity, training and experience working with BCERMS is an asset but not required.
2. Minimum of 2 years in public relations or media relations;
4. Organized and able to operative effectively during emergency events;
5. Excellent interpersonal and networking skills; able to collaborate in diverse working environment;
6. Excellent oral and written communication skills including public speaking and drafting/editing documents for publication.
7. Ability to use standard computer applications including MS Office Suite.
8. Desktop publishing skills and familiarity and ability to use web based software an asset;
9. Familiarity with Nisga'a Culture and ability to speak & write the Nisga'a language is an asset
10. Must have own vehicle and valid Class 5 BC Drivers License required.

Applicants are requested to submit a cover letter and resume. Resume packages must be received prior to 5:00 pm on July 16, We thank all applicants for their interest, however, only those selected for an interview will be contacted.

ALL RESUME PACKAGES MAY BE DIRECTED TO:

Nisga'a Lisims Government
Attention: Edward Allen
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Email: comm@niscgaa.net